
754.10 SUBJECT: INTERNET AND INTRANET POLICY

:1 OBJECTIVE:

To describe the policy and procedure for development, implementation and use of the City's internet and intranet technology.

:2 AUTHORITY:

This procedure amended by City Council June 23, 2008

:3 DIRECTION:

Systems & Networks Senior Manager serves at the pleasure of the Mayor and receives direction from the Chief Information Officer.

:4 FUNCTIONS:

A. Definition:

1. The INTERNET is a global web of interconnected computers and computer networks. It integrates Local Area Networks (LAN's) located in businesses, libraries, governments, schools, research institutes and other entities into a single, large communication network that spans the globe. This infrastructure is used by City employees, citizens of Orlando and the world to transact business using tools such as the World Wide Web, E-Mail, and File Transfer Protocols (FTP's). Applications such as research, advertising, electronic correspondence, etc. will be achieved using this technology.
2. The INTRANET uses the same technology as the internet, but it contains information for internal City use only and is accessible to City employees only.

B. Development of Internet Pages:

1. Each department head is responsible for the content of pages they develop to ensure they are accurate, current and properly written for public dissemination.
2. All links to external Web pages must be authorized by the Chief Administrative Officer or his/her designee.
3. The Technology Management Division will provide a defined format for departmental home pages to ensure the "look and feel" is consistent. Web pages developed by departments for their specific interest, or special events may be as creative as desired.

C. Access and Use of the Internet and Intranet

1. Internet and Intranet access will be granted to all City employees with computer technology capable of executing the programs

unless specifically denied by their Division Manager, Office Head or Department Director. However, employee computers that are the property of the City of Orlando and any contents thereof, including email is subject to monitoring and access by the City.

2. Incidental and occasional personal use of the internet is permitted by the City, but will be treated the same as any other use. Such personal use may not create any additional cost to the City and is subject to such guidelines and standards as are adopted by the employee's supervisor.
3. Any use of the internet or intranet for "moonlighting," job searches, soliciting or proselytizing for commercial ventures, religious or personal causes or outside organizations, or for other similar non-job related solicitations is strictly prohibited.
4. Personal computers that are the property of the City and any contents thereof, including email, are subject to monitoring and access by the City at any time with or without employee consent. It is strictly prohibited to use a City computer to seek, send or store material that;
 1. is sexually explicit, pornographic, or obscene;
 2. can be construed to be harassing or disparaging of others based on their sex, race, sexual orientation, national origin or religious or political beliefs;
 3. has the potential to cause the city public harm or disrepute; or
 4. violates any law or City policy.
5. Abilities to download and conduct file transfers (FTP) must be authorized by the Technology Management Division. This ability may be granted to individuals or groups and may be for a single site or a group of sites. The purpose of this authorization is to ensure that downloads are for business purposes, to minimize the impact of such operations on the overall network. This authorization also exists to prevent users from downloading and implementing beta software that has the potential to crash their system and/or the network.
6. News Groups (UseNet News) capabilities will be authorized by the Technology Management Division. These may also be granted to an individual or group and may be for a single or multiple user group. The purpose of this authorization is to ensure that access is for business purposes, to minimize the impact of such operations on the overall network.

- D. Abuse of the Internet or Intranet
Use of the internet or intranet by engaging in prohibited acts may result in disciplinary action up to and including termination.
- E. Security, Public Records and Blocked Accesses:
1. The Technology Management Division will provide for Internet security which includes but is not limited to firewall protection, specific routing, profiles and passwords.
 2. Specific Web sites that have no legitimate business purpose will be blocked from access.
 3. An audit trail of access to sites may be maintained by the Technology Management Division to investigate possible violation of City Policy or breach of security. Such violations will be reported to the Department Head and the Chief Administrative Officer for appropriate disciplinary action.

:5 FORMS:
None.

:6 COMMITTEE RESPONSIBILITIES:
None.

:7 REFERENCE:
This procedure adopted by City Council September 23, 1996, Item 3 EE; amended September 8, 1997, Item 3-T; amended August 31, 1998, Item 3K; amended September 15, 2003; amended June 23, 2008.

:8 EFFECTIVE DATE:
This procedure effective June 23, 2008.